

FIRE WARDENS

Floor	EXIT-South (3rd Street)	EXT	Waiting Area	EXIT-North (4th Street)	EXT	Waiting Area
5	<u>Public Health</u>		Legislative Parking	<u>Public Health</u>		Museum
	Fire Warden – Gary Kostenko	3052		Fire Warden – Karen Hall	2853	
	Alternate – Scott McCutcheon	8620		Alternate - Susan Keady	5288	
4	<u>Juvenile Justice</u>		Legislative Parking	<u>Medical Assistance/Public Assistance</u>		Museum
	Fire Warden - Denise Kaufman	2212		Fire Warden – Jason Soza	3014	
	Alternate – Angie Webb	3572		Alternate – Jenette Matlock	5827	
3	<u>Administrative Services/Fiscal</u>		Legislative Parking	<u>Public Assistance</u>		Museum
	Fire Warden – Frank Miyasato	1697		Fire Warden – Pam Van Kirk	2860	
	Alternate – Brent Allison	1640		Alternate – Julie Morris	1754	
	Brent & Jo (HRS)					
2	<u>Commissioner's Office</u>		Legislative Parking	<u>DMHDD</u>		Museum
	Fire Warden – Elmer Lindstrom	1613		Fire Warden – Greg Brock	4825	
	Alternate – Nancy Cashen	1614		Alternate – Laura Sanbei	4978	
*B	<u>Administrative Services/Procurement</u>		Legislative Parking			
	Chief Warden – Darla Madden	1624		Chief Warden – Doug Standerwick	1621	
	Alt. Chief Warden- Gina Chalcroft	1623		Alt. Chief Warden- Betty George	1622	

*All Personnel in basement to exit from South door, Chief Wardens or Alternates will be stationed at North and South AOB exits.

	EXIT-Main Entrance (Main Street)			EXIT-Main Entrance (Main Street)		
1	<u>Administrative Services</u>		Dimond Court Yard	<u>Vital Statistics</u>		Dimond Court Yard
	Fire Warden – Larry Streuber	1870		Fire Warden – John Tomaro	8605	
	Alternate – Bob Sylvester	3127		Alternate – Terry Ahrens	5423	

RESPONSIBILITIES OF FIRE WARDENS

1. Informing all employees of their emergency exits and egress routes. Maintaining a calm and orderly evacuation. **REMAIN CALM.**
2. Supervising the evacuation of your designated area. If you are in the building but not in your designated area, return to your area if possible and proceed with evacuation procedures. Check restrooms and private offices to be certain all have been evacuated
3. **If time permits** allow staff to close window(s) and carry out personal affects such as: jackets, purses, etc. At this time staff should briefly look through their work area for any suspicious looking or unknown items, letting the designated Fire Warden know if there is anything that looks suspicious. The Fire Warden will then pass this information on to the Chief Warden who will advise the appropriate emergency response personnel.
4. **DO NOT** lock doors after evacuating section.
5. Monitor exits to assist in merging traffic with the people already in the stairwell.
6. On a routine daily basis keep corridors, stairwells and doors clear. This will allow the doors to close automatically when an alarm is activated. Do the same during emergency situations. Keep and maintain exit paths free of obstruction.
7. Be familiar with location of fire extinguisher in your area and whether it is operational.
8. Notify firefighters of location of any handicapped person who may be waiting in stairwell.
9. Once outside the building, you are responsible for ensuring that the building occupants are well away from the building and off the stairs, so as not to hamper fire department access. Direct staff to the designated waiting areas.
10. Upon evacuating the building yourself, report to Chief Fire Warden that your area is clear and report any problems and status of area.

Chief Fire Wardens will be holding clipboards with brilliant “X” on the back and wearing BRIGHT ORANGE SURVEYOR VESTS.

11. Always wear your badge during drills and whenever evacuation is required.